

**Specification**

ANSA Environmental Services Ltd

Transport and Treatment of Street Cleaning Residue

ANSA ENVIRONMENTAL SERVICES LTD

Treatment of Street Cleaning Residue

Specification

CONTENTS

**1. Section One**

1.1 Introduction

1.2 Background

1.3 Requirements Overview

**2. Section Two – Treatment of Street Cleaning Residue**

2.1 Treatment Requirements

2.2 Reception of Street Cleaning Residue

2.3 Treatment Process

2.4 Materials Arising from Treatment Process

2.5 End Destinations for Materials

2.6 Compliance

* Waste Management – Duty of Care
* Health and Safety
* Environmental

**3. Section Three – Transport of Street Cleaning Residue**

3.1 Transport Requirements

3.2 Collection Points

3.3 Health and Safety

**4. Section Four – General Requirements**

4.1 Reporting

4.2 Invoicing

4.3 Contract Management

4.4 Complaints

**APPENDIX ONE: HISTORIC MONTHLY VOLUMES OF STREET CLEANING RESIDUE**

**1. Section One**

**1.1 Introduction**

1.1.1 Ansa Environmental Services Ltd (Ansa) is a wholly owned and fully controlled company of Cheshire East Borough Council (the Council).

The Council is the third largest local authority in the North West covering an area of over 1,000 km2 with a population of 370,000.

1.1.2 Ansa is responsible for the mechanical sweeping of streets, roads and highways across the Borough of Cheshire East. The material collected by this process is defined within the European Waste Catalogue (EWC) as 20-03-03.

1.1.3 Ansa has recently formed a separate joint venture organisation in partnership with Staffordshire Moorlands District Council and High Peak Borough Councils. This joint venture organisation is called Alliance Environmental Services Ltd (AES).

1.1.4 AES will have full access to the Contract. All terms set out within this Specification will apply to AES wherever Ansa is referenced. In the event of AES requiring Street Cleaning Residue services, AES reserve the right to raise purchase order directly to the Contractor (independent of Ansa). In such circumstances the Contractor will invoice AES directly.

1.1.5 Notwithstanding 1.1.4, it is not currently envisaged that AES will require access to the Contract from the commencement of the Contract but may require Street Cleaning Residue Treatment services during the Term. Any requirement for AES to access the contract will be discussed and mutually agreed with the Contractor. For the avoidance of doubt the Contractor will not be obligated to treat AES’ Street Cleansing Residue.

1.1.6 All requirements and volumes of Street Cleaning Residue referenced within this Specification strictly relate to Ansa’s requirements and historic operations.

1.1.7 This material is under Environment Agency (EA) scrutiny and guidance concerning its treatment may change in the future. Any contract entered into will be on the understanding this material can be legitimately diverted from landfill. If this situation was to differ, due to a change in Legislation, during the three (3) year Contract Period, or during any time of the extension period, if these are taken up, then the contract would be reviewed at that point.

1.1.8 Materials arising from the treatment of Street Cleaning Residue would be expected to be consistent with EWC material description; *“other wastes (including mixtures of materials) from mechanical treatment of wastes excluding dangerous substances”.* This material has a EWC classification of; 19-12-12.

1.1.9 Ansa acknowledge that should the Contractor’s treatment process produce products for resale then the products may no longer be classified as a waste. Consequently, no EWC Code will apply. In this circumstance the Contractor will give a comprehensive description of the product and explanation for why the product is no longer classed as a waste.

**1.2 Background**

1.2.1 Ansa currently benefits from a contract for the Treatment of Street Cleaning Residue. The contract was awarded in 2018.

1.2.2 The existing contract is for the Treatment of Street Cleaning Residue only. Ansa now seeks provision of Transport and Treatment of Street Cleaning Residue.

**1.3 Requirements Overview**

1.3.1 Ansa requires provision for the transport and treatment of approximately 5,000 tonnes of Street Cleaning Residue per year. This figure is an approximation and given in good faith. The figure of 5,000 tonnes is based on historical data but does not provide a guarantee as to the volume of Street Cleaning Residue to be treated by the Contractor.

1.3.2 Ansa can only commit to a Guaranteed Minimum Tonnage for the Treatment of Street Cleaning Residue of 4,000 tonnes per annum.

1.3.3 The Street Cleaning Residue will be collected from a single depot:

1. Environmental Hub, Cledford Lane, Middlewich, CW10 0JR

1.3.4 Ansa reserves the right to provide Street Cleaning Residue from alternative depots. Any additional or alternative depot will be communicated and discussed with the Contractor in full so that haulage can be arranged, with appropriate notice.

1.3.5 The Contactor will have access to a fully licensed Treatment Facility and be able to produce materials from Street Cleaning Residue which can be legitimately diverted from landfill.

1.3.6 The Contractor will provide copies of formal licenses and permits pertaining to the Treatment Facility, including but not limited to: Environment Permit, Planning Consent and treatment certificates.

**2. Section Two - Treatment of Street Cleaning Residue**

**2.1 Treatment Requirements**

2.1.1 The Contractor is required to provide a fully licensed Treatment Facility to treat approximately 5,000 tonnes of Street Cleaning Residue per annum. The Guaranteed Minimum Tonnage to be treated will be 4,000 tonnes per annum.

2.1.2 The Contractor should expect seasonal fluctuations in volumes of Street Cleaning Residue to be treated. Ansa has provided details of historic monthly volumes of Street Cleaning Residue which provides information regarding seasonal fluctuations. See Appendix One. Ansa cannot guarantee to provide maximum or minimum quantities of Street Cleaning Residue in any specific month. The Contractor must accept all of Ansa’s Street Cleaning Residue throughout the contract Term.

2.1.3 The Street Cleaning Residue will be naturally dewatered.

2.1.4 In accordance with Ansa’s environmental aspirations, it is Ansa’s preference for the Treatment Facility to be within 150 miles of the Cheshire East border.

**2.2 Reception of Street Cleaning Residue**

2.2.1 The Contractor’s Treatment Facility shall receive Street Cleaning Residue between the hours of 9.00am until 17.00 Monday to Friday.

2.2.2 There is no requirement for the Treatment Facility to be available on Bank Holidays.

2.2.3 The Contractor will provide Ansa with a detailed site plan and any rules and regulations relating to the Treatment Facility.

2.2.4 The Contractor will provide any necessary training/inductions associated with the Treatment Facility.

2.2.5 A weight ticket will be issued to the haulage driver for each load of Street Cleaning Residue deposited at the Treatment Facility. As a minimum the weight ticket will include the following:

* Unique weight ticket number
* Date / time of tip
* Gross, tare and net weights
* Vehicle registration
* Driver name
* Type of waste received (Street Cleaning Residue)

**2.3 Treatment Process**

2.3.1 The Contractor shall detail how the Street Cleaning Residue is to be treated such that meets the relevant EA regulations associated with this waste stream. Ansa shall require evidence of these requirements being met including the EA permits/licenses for receiving and treating EWC Code 20-03-03 and the final destinations of the treated material.

**2.4 Materials Arising from Treatment Process**

2.4.1 The Contractor will define all materials arising from its treatment process by assigning an appropriate EWC code to each material type (where applicable). The Contractor will confirm the types and volumes of materials arising from its treatment process with Ansa’s Authorised Officer.

2.4.2 All materials arising from the Contractor’s treatment process will be recognised by the EA.

2.4.3 All materials arising from the Contractor’s treatment process will be fit for the purposes outlined in the Contractor’s Method Statements.

2.4.4 Ansa reserves the right to send samples of materials for testing.

**2.5 End Destinations for Materials**

2.5.1 All end destinations for materials arising from the Contractor’s treatment process will be fully vetted by the Contractor.

2.5.2 All end destinations will be fully licensed and regulated by the EA.

2.5.3 The Contactor will arrange site visits to any end destination of materials arising from its treatment processes for the Authorised Officer at the Authorised Officer’s discretion.

2.5.4 All end destinations for materials arising from the Contractor’s treatment processes will maintain records pertaining to the types and quantities of materials used. The end destinations will also keep records outlining the final usage of each material. The Authorised Officer will be given the opportunity to inspect these records on request.

**2.6 Compliance**

*2.6.1 Waste Management – Duty of Care*

2.6.1.1 Ansa acknowledge the level of scrutiny applied by the EA to treatment processes for Street Cleaning Residue. Following award of the Contract the Contractor will be wholly responsible for the treatment, disposal and distribution of any materials or wastes generated from the Contractor’s treatment processes.

2.6.1.2 The Contractor is committed to diverting as much of the Street Cleaning Residue away from landfill as possible. Under no circumstances will Ansa be responsible for any additional disposal costs incurred by the Contractor should they be required to send any element of the Street Cleaning Residue to landfill or other disposal method.

2.6.1.3 The Contractor’s treatment processes will be transparent and recognised by the Environment Agency as appropriate for processing/treating Street Cleaning Residue.

2.6.1.4 The Contractor will keep detailed records of end destinations for all materials generated by the Contractor’s treatment processes. These records will be made available to Ansa on request. The records will include as a minimum, but not be limited to, Waste Transfer Notes.

2.6.1.5 The Contractor will ensure any materials created by the treatment process will be fit for use and satisfy all regulations pertaining to the use of waste materials.

2.6.1.6 The Contractor must, at all times, be able to demonstrate complete control and awareness of how wastes and materials generated from the treatment process are disposed, recycled and distributed

*2.6.2 Health and Safety*

2.6.2.1 The Treatment Facility will operate facilities designed in accordance with HSE guidance to ensure the safety of all authorised users.

2.6.2.2 The Contractor will implement strict procedures to ensure visitors to the Treatment Facility comply with site rules and regulations.

2.6.2.3 Ansa reserves the right to inspect the Contractor’s health and safety records and procedure compliance records giving 48 hours notice.

*2.6.3 Environmental*

2.6.3.1 All operations associated with the Treatment Facility will be undertaken in a way which is sensitive to the environment.

2.6.3.2 The Contractor will apply the Waste Hierarchy to all waste and materials generated by the Contractor’s Treatment Processes.

**Section Three – Transport of Street Cleaning Residue**

**3.1 Transport Requirements**

3.1.1 The Contractor is required to provide the transport of approximately 5,000 tonnes of Street Cleaning Residue per annum using walking floor trailers or equivalent in line with acceptance criteria at the Contractor’s end destination. The Guaranteed Minimum Tonnage to be transported will be 4,000 tonnes per annum.

3.1.2 The Contractor should expect seasonal fluctuations in volumes of Street Cleaning Residue to be transported. Ansa has provided details of historic monthly volumes of Street Cleaning Residue which provides information regarding seasonal fluctuations. See Appendix One. However, Ansa cannot guarantee to provide maximum or minimum quantities of Street Cleaning Residue in any specific month. The Contractor must accept all of Ansa’s Street Cleaning Residue throughout the contract Term.

* + 1. The Street Cleaning Residue will be naturally dewatered.

**3.2 Collection Points**

3.2.1 The Ansa Environmental Hub, Cledford Lane, Middlewich, Cheshire, CW10 0JR is where the street cleaning residue is currently collected from. As per 3.2.6 Ansa may have a requirement for collections from alternative locations.

3.2.2 Ansa would expect to receive street cleaning residue collections within 48 hours of booking them with the haulage contacts provided by the Contractor.

3.2.3 Ansa will load the Contractor’s vehicles using its waste transfer station plant, usually a loading shovel.

3.2.4 It is an expectation that the Contractor will utilise vehicles with walking floor trailers for the collection of Street Cleansing Residue. The Contractor is permitted to propose alternative vehicles and trailers. Any alternative vehicle/trailer must be approved by Ansa prior to being utilised. Ansa reserves the right to reject alternative vehicles/trailers but will only do so if there are reasonable concerns regarding the efficiency or operational impact of using vehicles that don’t have walking floor trailers.

3.2.5 At Cledford Lane Ansa would expect a turnaround time of 30 minutes from arrival of the walking floor trailer through to the vehicle exiting the site with a street cleaning residue secure load.

3.2.6 Ansa would expect to receive and load collections of street cleaning residue from Cledford Lane between the hours of 7:00am – 5:00pm, Monday to Friday.

3.2.7 Ansa reserves the right to introduce alternative Collection Points throughout the Contract. Ansa will provide this information in a timely manner to allow discussions with the Contractor to agree any new haulage rates.

**3.3 Health and Safety**

3.3.1 All Collection Points will operate facilities designed in accordance with HSE guidance to ensure the safety of all authorised users.

3.3.2 All drivers will be inducted at the sites on arrival where the site rules will be explained and signed. As a minimum all Contractor drivers/personnel must be provided with a high-visibility jacket or vest, hard hat and safety shoes. These items must be worn in accordance with the sites rules as will be provided.

**Section Four – General Requirements**

**4.1 Reporting**

4.1.1 The Contractor will provide a monthly performance report detailing the total quantities of material treated, disposed, recycled and recovered including its use and end destination. This is to be provided no later than 14 days following the end of each calendar month. This shall be supplied by email and in an agreed spreadsheet format to enable Ansa to fulfil its statutory duties when reporting into WasteDataFlow;

**4.2 Invoicing**

4.2.1 The Contractor will issue Ansa with a monthly invoice. All charges listed on the invoice will be based on the net weight of Street Cleansing Residue delivered to the Contractor’s Treatment Facility.

4.2.2 The monthly invoice will be formatted in a way which itemises each load of Street Cleaning Residue received throughout the previous month. As a minimum the monthly invoice will include the following details:

* Date of issue
* Invoice Period (Month)
* Invoice Number
* Purchase Order Number
* Schedule of Transactions (each load delivered will represent one transaction)
* Weight ticket number
* Vehicle Registration
* Date of Delivery
* Net Weight
* Rate Per Tonne
* Net Charge per Transaction (Net Weight x Rate Per Tonne)
* Total Net Charge
* Vat
* Total Gross Charge

**4.2.3 Contract Management**

4.2.3.1 The Contractor shall provide a Contract Manager whose identity should be notified in advance to Ansa’s Authorised Officer. The Contract Manager’s role includes:

1. Management of performance of the Contract against the Specification, and taking corrective action where necessary;
2. Keeping abreast of developments in the legislative environment, taking action as necessary in order to comply with new requirements (and advising the Authorised Officer of such developments);
3. Managing and storing all documentation relating to the Contract;
4. Be available five (5) Working Days per week to meet with the Authorised Officer should the need arise;
5. Attending meetings as required by the Authorised Officer.

**4.2.4 Complaints**

4.2.4.1 The Contractor shall deal promptly, courteously and efficiently with complaints about deficiencies or any other occurrences requiring remedial action by the Contractor. All complaints made in writing shall be acknowledged in writing by the Contractor within two (2) Working Days of receipt and a full written reply issued to the complainant and Ansa within five (5) Business Days.

4.2.4.2 Details of enquiries and complaints received directly by the Contractor and its employees shall be passed by the Contractor immediately to Ansa’s Authorised Officer including details of their source, date and time. The Contractor shall keep a written record of all complaints (whether received by them direct, or reported to them by the Authorised Officer) together with a record of the action taken by them in relation to those complaints. The Authorised Officer may direct the format or medium for the recording of such enquiries and complaints and the Contractor’s responses to them.

**APPENDIX ONE: HISTORIC MONTHLY VOLUMES OF STREET CLEANING RESIDUE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Street Cleaning Residue (Road Sweepings) | | | | | | | | | | | | | |
|  | **APR** | **MAY** | **JUN** | **JUL** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** | **JAN** | **FEB** | **MAR** | **ANNUAL TOTAL** |
| **Overall** | **Overall** | **Overall** | **Overall** | **Overall** | **Overall** | **Overall** | **Overall** | **Overall** | **Overall** | **Overall** | **Overall** |
| **2019-2020** | 461 | 672 | 520 | 497 | 478 | 487 | 516 | 705 | 413 | 720 | 683 | 660 | **6,812** |
| **2020-2021** | 384 | 624 | 662 | 628 | 514 | 351 | 595 | 716 | 514 | 335 | 759 | 638 | **6,720** |
| **2021-2022** | 541 | 625 | 340 | 485 | 591 | 373 | 499 | 448 | 526 | 502 | 427 | 520 | **5,877** |